

[? Help](#)**Job details**

Job 1 of 1

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The Probation Department Administrative Services Bureau is seeking a well-qualified and highly motivated individual to fill the position of Safety Inspector.

Requirements Permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Safety Inspector** are invited to submit their resume with cover letter, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Daniel Aceves
Administrative Services Bureau
9150 East Imperial Highway
Downey, California 90242
Phone: (626) 260-7277

Please email documents to:
Daniel.Aceves@probation.lacounty.gov with the subject line "Safety Inspector."

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Dependable and resourceful; ability to prioritize tasks.
- Strong verbal and written communication skills.
- Excellent interpersonal skills and demonstrated ability to interact effectively with all levels of staff.
- Strong organizational skills and ability to work independently to produce an accurate and thorough work product.
- Proficient in Microsoft Word, Excel, and Outlook

Duties

- Performs physical ergonomic evaluations at employee workstations and disseminates information to appropriate staff.

- Conducts regular full range safety inspections of facilities in the assigned Sector to ensure compliance with departmental policy, County Code, California Code of Regulations with emphasis of Cal/OSHA standards.
- Provides oversight for hazard mitigation and special projects in progress.
- Assists facility managers, directors and superintendents with Cal/OSHA inspections, prepares written Cal/OSHA responses to complaints, and interfaces with OSHA inspectors.
- Assists in all aspects of departmental safety training, ergonomics, use of personal protective equipment, fire safety, hazard communication, Incident Command System (ICS) training as assigned and all departmental safety training programs.
- Prepares Communications Alerts; Tracks daily activities in order to support a monthly report of all activities, participates in ICS organization as part of the Department Emergency Operations Center.

Vacancy Information This transfer opportunity is located at the Probation Headquarters, 9150 East Imperial Highway, Downey, California 90242.

THIS IS NOT A CIVIL SERVICES EXAMINATION

Available Shift Day
Contact Name Daniel Aceves
Contact Phone (626) 260-7277
Contact Email Daniel.Aceves@probation.lacounty.gov
Job Field Building Crafts/Facilities Maintenance
Job Type Technicians

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